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# Department of the Navy Civilian AT&L Position Designation and Revalidation

Office of the Director  
Acquisition Career  
Management ASN(RDA)  
April 2008

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***Honor - Courage - Commitment***



# Agenda

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- Introduction
- Background
- Civilian AT&L Position Designation Guidance
- Civilian AT&L Position Revalidation



# Objectives

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- Walk away with a good understanding of...
  - Process for designating civilian AT&L positions
  - Revalidation effort
    - Tools
    - Timeline
    - Roles and responsibilities



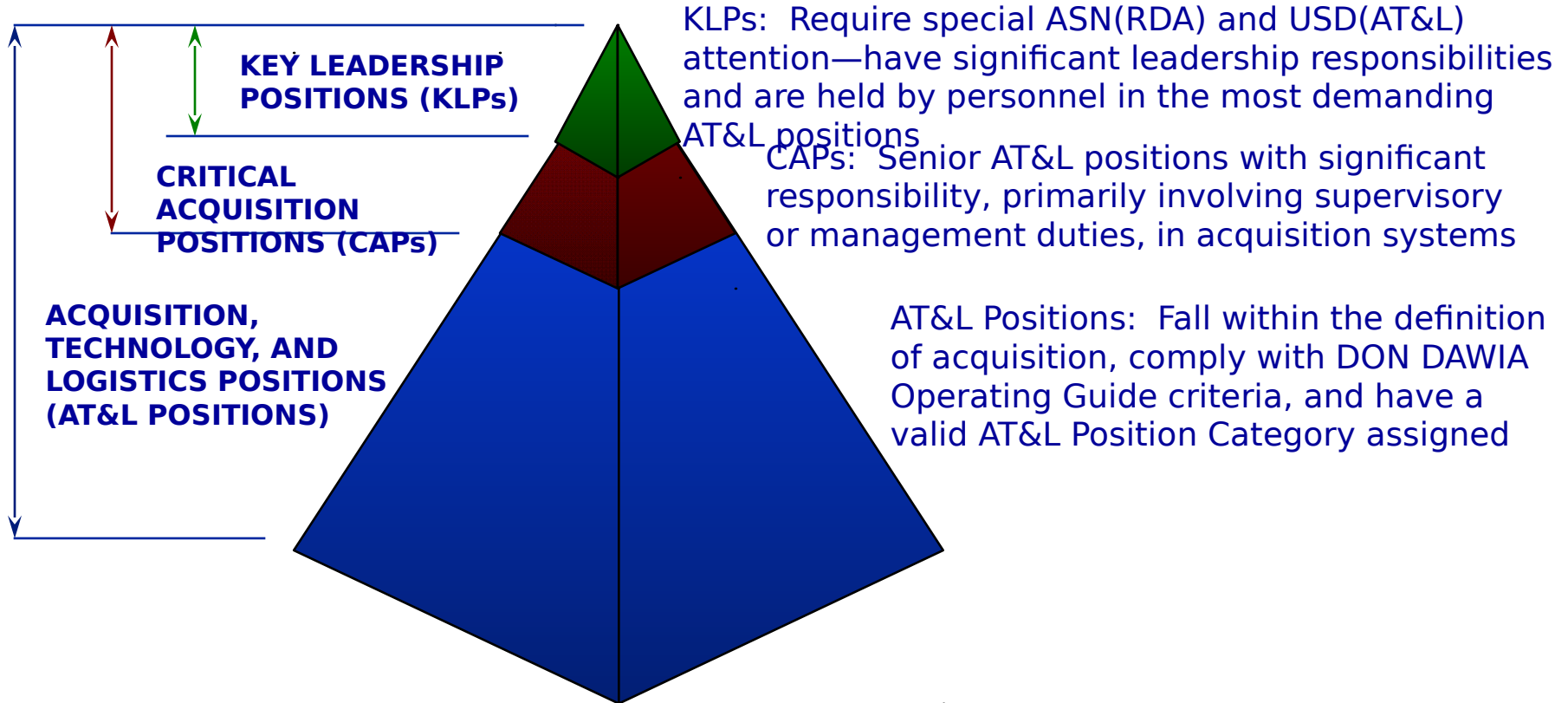
# Background

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- 2005-2006 Naval Audit Service Review
  - Objective: Verify consistent accounting of civilian AT&L positions
  - Findings: Civilian positions were not consistently or properly designated across DON
- Among Corrective Actions
  - Develop DON position identification and designation guidance (DON DAWIA Operating Guide dated Feb 19, 2008)
  - Review civilian positions for proper and consistent application of DON DAWIA Operating Guide
    - Correct AT&L coding discrepancies
    - Remove AT&L coding from positions that shouldn't be designated
    - Kick-Off is the 2008 Revalidation

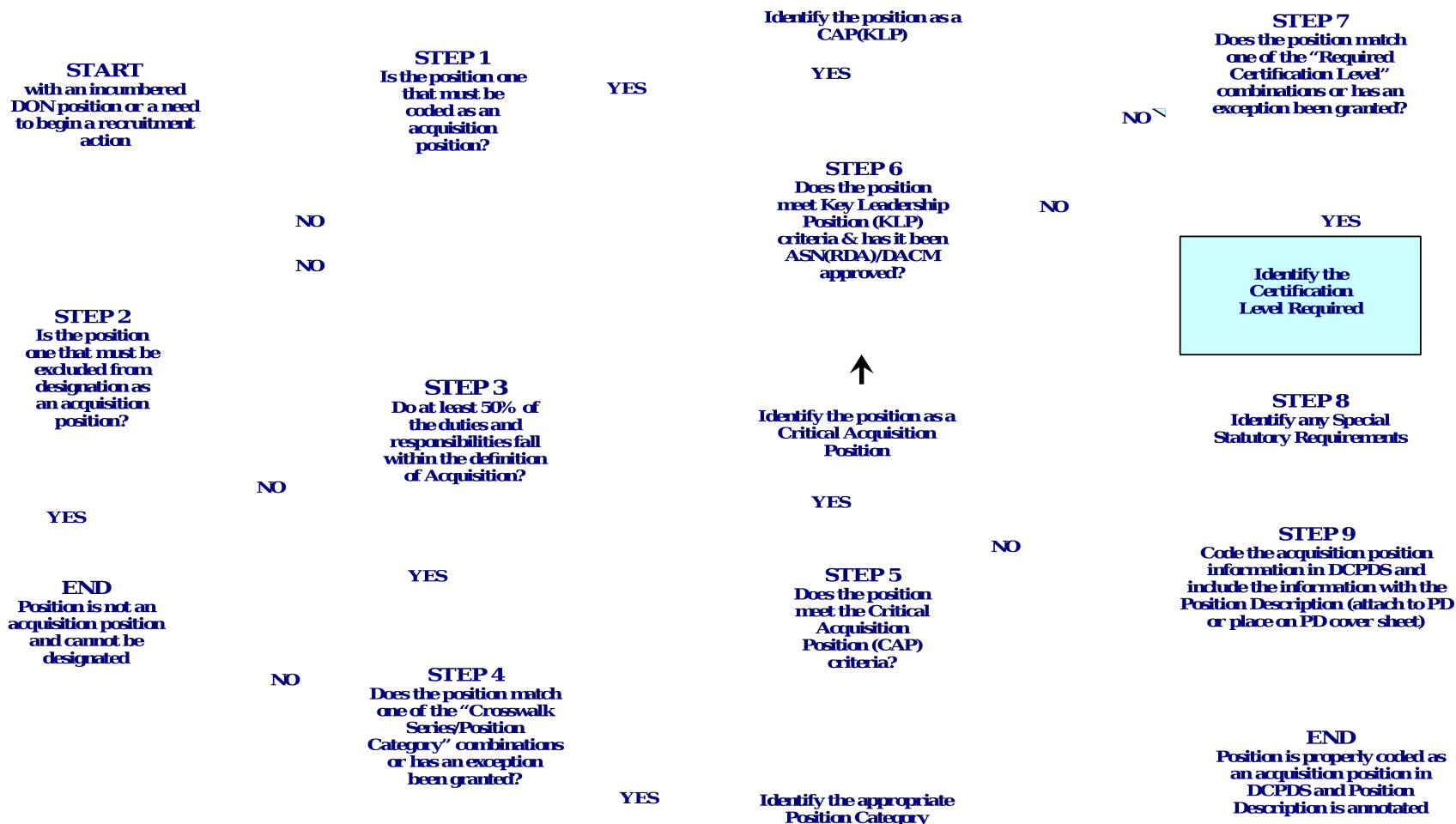


# AT&L Positions





# Step-by-Step Process for Designating DON Civilian AT&L Positions





# Civilian AT&L Position Designation Steps

(Ref: DON DAWIA Operating Guide, Chapter 5)

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## Include

- Positions in the following occupational series
  - 1102
  - 1103
  - 1105
- NACC Interns
- Positions that require warrants above Simplified Acquisition Threshold
- Senior positions with direct influence on the success of Defense acquisition programs governed by DODD 5000.1 (Defense Acquisition System) and/or DODI 5000.2 (Operation of the Defense Acquisition System)

**STEP 1**  
Is the  
position one  
that must  
be coded as  
an  
acquisition  
position?



# Civilian AT&L Position Designation Steps

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## Exclude

- Wage Grade
- Non-Appropriated
- Local National
- Clerical
- 1106 series
- Student Trainees (positions in series ending in "99")
- Non-managerial positions involved in basic and applied research
- Executive Level (EX) positions—EX positions are not SES positions



**STEP 2**  
Is the  
position one  
that must be  
excluded  
from  
designation  
as an  
acquisition  
position?



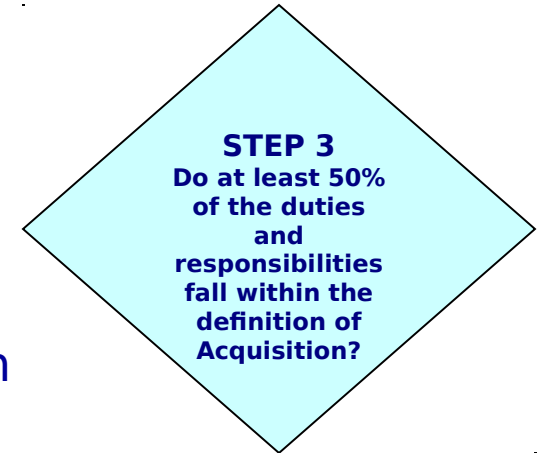


# Civilian AT&L Position Designation Steps



For other positions...

- Apply 50% Rule (at least 50% of the position meets the definition of acquisition)
  - “Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DOD needs, intended for use in, or in support of, military missions”
- If meets 50% Rule, then...





# Civilian AT&L Position Designation Steps

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## Apply the civilian Occupational Series/AT&L Position Category Crosswalk

- Match occupational series to appropriate Position Category
- Position Category Descriptions are in the DAU Catalog at <http://www.dau.mil/catalog/>
- If series matches more than one Position Category, pick best fit
- Crosswalk deviations require DACM approval

**STEP 4**  
Does the  
position match  
one of the  
Crosswalk  
Series/Position  
Category  
combinations or  
has an exception  
been granted?



# Civilian AT&L Position Designation Steps

## Appendix O Civilian Occ Series Position Category Crosswalk

Appendix  
O Extract

Example:

Acquisition  
positions in the  
340 series must be  
designated in the  
PM Position  
Category

Occupational Series Title	Occupational Series	BCEFM (K)	CON (C) Requires baccalaureate degree	FE (F)	PM (D)	LR	LC (L)	PQM (G) or (H)	PM (A)	PP (E)	SPRDE-PSE (W) ) Requires baccalaureate degree	SPRDE-SE (S) Requires baccalaureate degree	SPRDE-S&T MGR (I) Requires baccalaureate degree	T&E (T) Requires baccalaureate degree
Safe/Occ Health Management	18			X										
Community Planning	20			X										
Environmental Protection Specialist	28			X										
Psychology Program Management	180										X	X		
Management and Program Analysis	340								X					
Management and Program Analysis	343	X							X					



# Civilian AT&L Position Designation Steps

## Appendix O Extract

Example: The 8xx family covers multiple series, some require degrees and some do not. The following do not require degrees

- 802
- 809
- 817
- 818
- 828
- 856
- 873
- 895

Occupational Series Title	Occupational Series	BCEFM (K) ↓	CON (C) Requires baccalaureate degree	FE (F) ↓	I/CPM (D)	IT (R)	LCL (L) ↓	PQM (G) or (H) ↓	PM (A) ↓	PP (E)	SPRDE-PSE (W) Requires baccalaureate degree	SPRDE-SE (S) Requires baccalaureate degree	SPRDE-S&T MGR (I) Requires baccalaureate degree	T&E (T) Requires baccalaureate degree
Accounting	510	X												
Budget Analysis	560	X												
Engineering & Architecture Group	* 8xx	X		X			X	X	X		X	X	X	X
Interior Design	1008			X										
Gen Business and Industry	1101	X						X						
Contracting	1102		X											
Industrial Property Management	1103				X									
Purchasing	1105									X				
Industrial Specialist	1150							X						



# Civilian AT&L Position Designation Steps



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## Additional Crosswalk Guidance

- 1102s must be in Contracting; 1105s must be in Purchasing
- PEOs, DPEOs, ED PEOs, DRPMs, DDRPMs, and ACAT I/II PMs and DPMs must be in Program Management
- S&T Manager Position Category—located in ONR and Navy Labs
- SPRDE(PSE) includes
  - KLPs designated as Chief Engineer or Lead Systems Engineer
  - NSPS high-end pay band III (or GS-15 equivalent) and above with following duties
    - Senior management responsible for systems-of-systems engineering management across full life cycle
    - Application of most or all of the DOD systems engineering technical and management processes integrating multiple domains at a systems-of-systems level



# Civilian AT&L Position Designation Steps

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Determine if the position is a CAP

- CAPs include
  - Senior acquisition positions that have significant supervisory and management responsibilities for acquisition programs, efforts, or functions
  - All SES positions designated as AT&L positions
- CAPs require
  - Level III Certification (or highest level identified for the Position Category)
  - Approval by the Echelon I or II organization head , e.g., the Systems Commander or his/her designated representative

**STEP 5**  
Does the  
position meet  
the Critical  
Acquisition  
Position (CAP)  
criteria?



# Civilian AT&L Position Designation Steps

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## Determine if the CAP is a KLP

- As a minimum, must include
  - PEOs, DPEOs, Executive Director PEOs
  - DRPMs and DDRPMs
  - PMs and DPMs of ACAT I Programs (including MAIS) where the PM reports directly to a PEO
  - PMs and DPMs of ACAT II Programs where the PM reports directing to a PEO
  - Senior Contracting Officials
  - Chief Engineer positions
  - Lead Systems Engineer positions
  - Lead Cost Estimator/Engineer positions
  - Lead Contracting Officer positions
- KLPs require ASN(RDA)/DACM coordination and approval
- KLPs will be updated via quarterly DACM data call

**STEP 6**  
**Does the**  
**position meet**  
**Key Leadership**  
**Position (KLP)**  
**criteria & has it**  
**been**  
**ASN(RDA)/DAC**  
**M approved?**



# Civilian AT&L Position Designation Steps

## Determine the Certification Level of the Position

### Appendix F Extract

### Appendix F Required Certification Levels

Grade/Pay Band or Rank	AT&L Position Certification Level (all but SPRDE-PSE)	AT&L Position Certification Level (SPRDE- PSE)
Active Component 0-5 and above, Civilian ES, ST, SL	Level III	Level III
Active Component 0-4 ; all Reserve Component Officers	Level II	
Active Component 0-1 through 0-3	Level I	
Active Component Enlisted E-4 and above if in Contracting, E-6 and above if other than Contracting	Level I or II	
GS-14 and above. NSPS: YA-3, YC-3, YD-3, YF-3, YE-4. DoD Acq Demo: NH-4. NRL Demo: NP-4/5, NR-5, NO-5. NAVSEA Warfare Center Demo: ND-5/6, NT-5. Alternative Personnel System-China Lake: DP-4/5.	Level II or III	Level III
GS-12 through 13. NSPS: YA-2, YB-3, YC-2, YD-2, YF-2, YE-3. DoD Acq Demo: NH-3, NJ-4. NRL Demo: NP-3, NR-4, NO-3/4. NAVSEA Warfare Center Demo: ND-4, NT-4. Alternative Personnel System-China Lake: DP-3, DT-3, DS-3, DA-3.	Level I, II, or III	

**STEP 7**  
Does the  
position match  
one of the  
"Required  
Certification  
Level"  
combinations  
or has an  
exception  
been granted?





# Civilian AT&L Position Designation Steps

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## Additional Certification Level Guidance

- Not all position categories offer all levels of certification. Refer to the DAU catalog for currently allowed certification levels
  - Facilities Engineering – No Level III
  - Purchasing – No Level III
  - S&T Manager – No Level I
- CAPs and KLPs require Level III certification (or the highest certification level identified for the position category)
- For GM and GG positions (GM and GG are not addressed in Appendix F): Use GS criteria—exceptions not required
- For NT-06 positions (NT-06 is not addressed in Appendix F): Use NT-05 criteria—exceptions not required



# Civilian AT&L Position Designation Steps

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## Determine if position has Special Statutory Requirements

- SES
- PEOs
- ACAT I and II PMs and DPMs
- 1102s
- Senior Contracting Officials and Contracting Officers

**STEP 8**  
**Identify any**  
**Special Statutory**  
**Requirements**

- Coordinate with HR to
  - Code acquisition information in DCPDS
  - Annotate Position Description (PD) cover sheet or attach acquisition information to PD
  - Include acquisition requirements in Request for Personnel Action—Remarks Section

**STEP 9**  
**Code the acquisition**  
**position information**  
**in DCPDS and include**  
**the information with**  
**the Position**  
**Description (attach to**  
**PD or place on PD**  
**cover sheet)**



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QUESTIONS?



# BREAK

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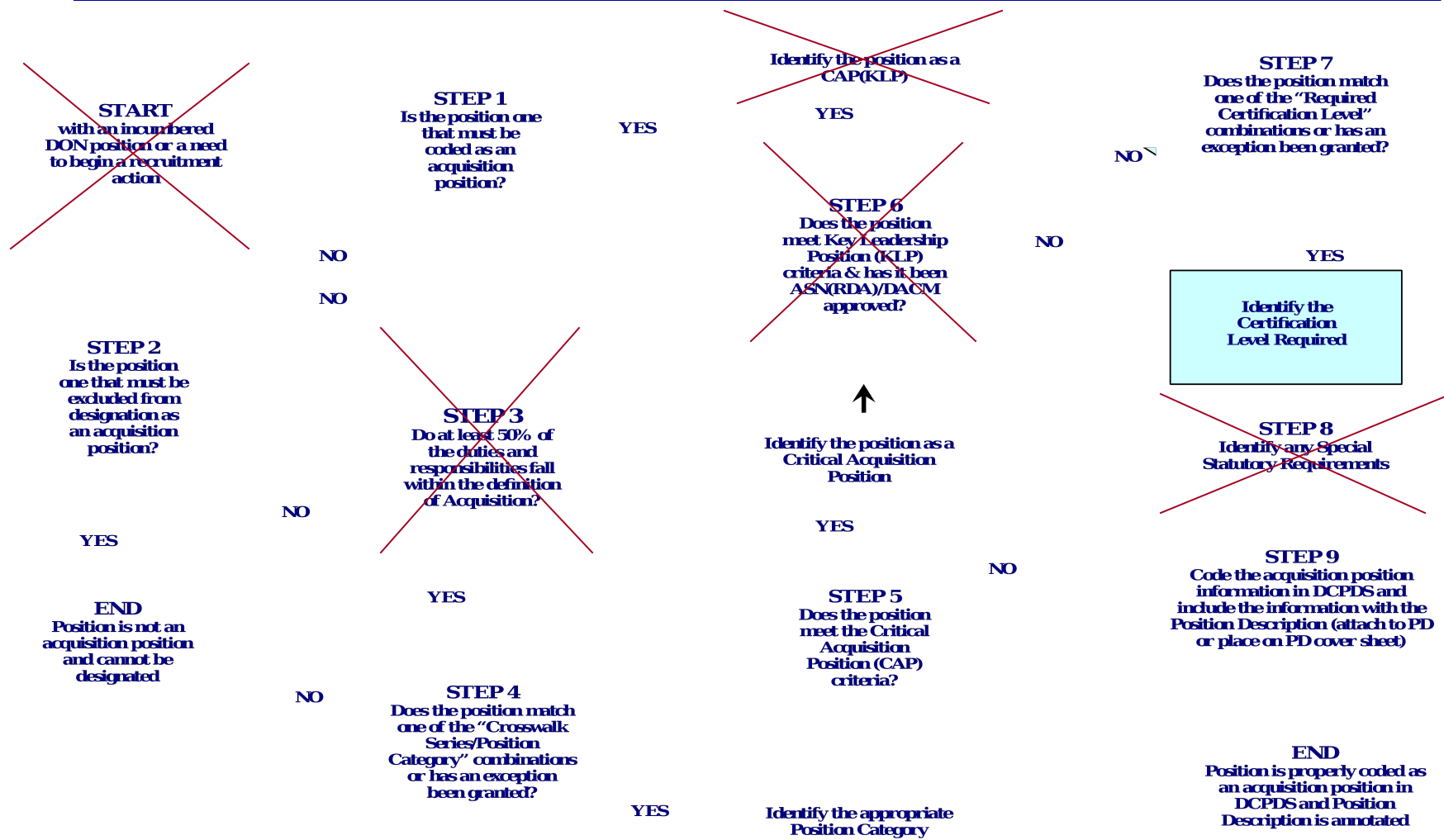


Coming up...

Revalidation



# Revalidation – A Part of the Total Position Designation Process





# Revalidation

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- Approach
  - Compare civilian AT&L positions to designation criteria and correct coding discrepancies that can be detected in DCPDS
  - Revalidate all positions that are coded as CAPs
- Tools: 2 Excel Spreadsheets
  - Coding Discrepancies Spreadsheet
  - CAP Spreadsheet



# Coding Discrepancies Spreadsheet



Microsoft Excel - Final-Discrepancy\_Pilot\_Training.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

A2 D6262

	A	B	C	D	E	F	G	H	I	J	K	L	
	Check Rules												
1	Psn Num	Psn Seq	UIC	PP	Series	Grd	Agncy Gp	Org Code	SSN	Name - Last	Name - First	Psn Title	
2	D6262	0000202539	33194	NC	1106	2	NV14	750200	1	RULE-ONE	SERIES	PROCUREMENT TECH (OA)	Rul
3	7202C	475392	62470	GS	1105	05	NV25	MS3	2	RULE-TWO	SERIES	PURCHASING AGENT	Rul
4	4R160	0000203766	00421	GS	0802	12	NV19	494200A	3	RULE-THREE	SERIES-NON-DEGREE	ENGINEERING TECHNICIAN	Rul
5	7021	0000394379	62695	YB	1105	2	NV12	SS	4	RULE-FOUR	CAREER LEVEL	PURCHASING TECH	Rul
6	S0640	0000389965	62921	YD	0861	1	NV30	SPFB001	5	RULE-FIVE	MAJCLAIM	AEROSPACE ENGINEER	Rul
7	DNES1459	0000320686	40295	ES	0346	0	NV23	DC	6	RULE-SIX	CRITICAL	DEPUTY COMMANDER, FLEET AND INDUSTRIAL SUPPLY CENTERS	Rul
8	C10077	0000333519	60530	DP	2210	3	NV19	47J250D	7	RULE-SEVEN	POSCAT	IT SPECIALIST	Rul
9													
10													
11													
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Discrepancy Rules Key Privacy Act

Ready

Spreadsheet Extract



# Coding Discrepancies Spreadsheet

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- Allows Commands to
  - Change the Position Category
  - Change the Certification Level Required
  - Change the CAP designation (Critical Position Field on Spreadsheet)
  - Remove the position from the AT&L Workforce
- Does not allow Commands to
  - Change the pay plan of the position
  - Change the title, occupational series, or grade of the position





# Coding Discrepancies Spreadsheet

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- Includes
  - Filled civilian AT&L positions (non-KLPs) with coding discrepancies that can be detected through DACM data sources
  - Filled 1102, 1103, 1105, and NACC Intern positions that are not AT&L coded
- Does not include
  - KLPs
  - Vacant positions
  - Positions where errors cannot be detected through DACM data sources



# Revalidation Rules for Coding Discrepancies Spreadsheet



Spreadsheet picks up positions that break the following rules

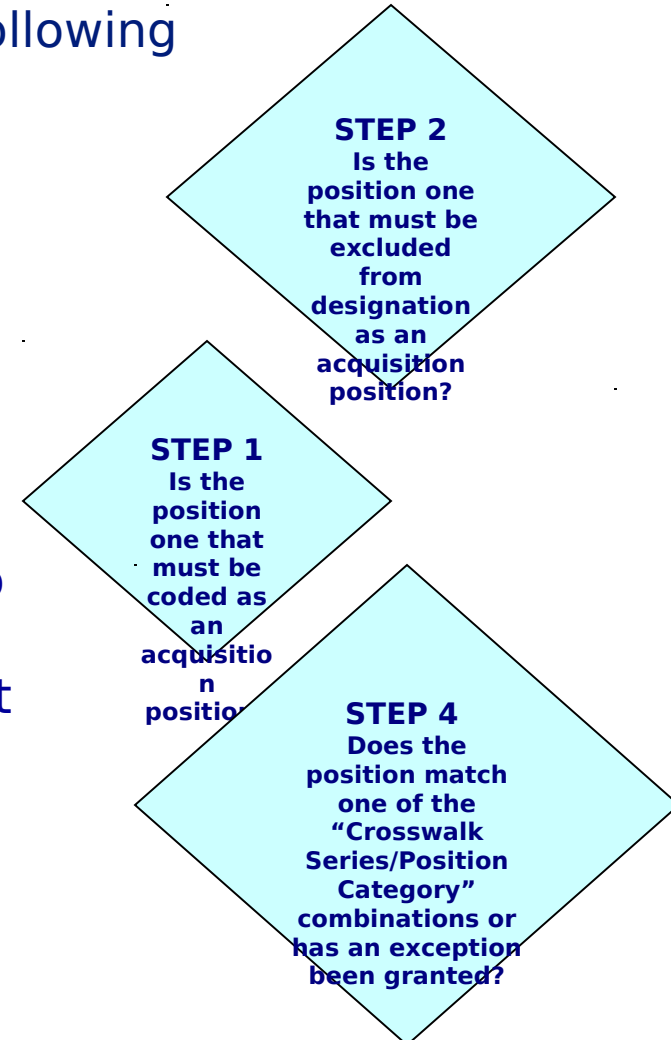
Rule 1: Positions that cannot be designated:

Wage Grade, Local Nationals, 1106s,  
EX Pay Plan (Presidential  
Appointees), Student Trainees, Clerical  
—no exceptions

Rule 2: Positions that must be designated:

1102s, 1103s, 1105s, NACC Interns—no  
exceptions. Also picks up any  
position designated as a CAP that doesn't  
have a Position Category code

Rule 3: Crosswalk (Appendix O, DON DAWIA  
Operating Guide; exceptions may be  
requested





# Revalidation Rules for Coding Discrepancies Spreadsheet



Rule 4: Required Certification Level (Appendix F, DON DAWIA Operating Guide)—exceptions may be requested for acquisition positions in pay plans not addressed in the chart

- For GM and GG positions (GM and GG are not addressed in Appendix F): Use GS criteria—exceptions not required
- For NT-06 positions (NT-06 is not addressed in Appendix F): Use NT-05 criteria—exceptions not required

Rule 5: S&T Manager designations: Must be managerial positions at ONR and the Naval laboratories—exceptions may be requested

**STEP 7**  
Does the position match one of the "Required Certification Level" combinations or has an exception been granted?

**STEP 4**  
Does the position match one of the "Crosswalk Series/Position Category" combinations or has an exception been granted?



# Revalidation Rules for Coding Discrepancies Spreadsheet



Rule 6: SES positions that are designated in the  
AT&L Workforce must be CAPs—no  
exceptions

**STEP 5**  
Does the  
position meet  
the Critical  
Acquisition  
Position (CAP)  
criteria?

Rule 7: SPRDE(PSE): Must be GS-15 or above or  
in Pay Band III and must be Certification  
Level III—no exceptions

**STEP 7**  
Does the  
position match  
one of the  
“Required  
Certification  
Level”  
combinations  
or has an  
exception been  
granted?



# Coding Discrepancies Spreadsheet

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- Commands will
  - Correct coding discrepancies in accordance with Operating Guide criteria, or request exceptions
  - Identify positions for deletion from the AT&L Workforce
  - Return completed spreadsheet to DACM
  - Work with DACM to review exceptions and resolve issues
- DACM will
  - Validate data submissions and act on exception requests
  - Coordinate with HRSC to batch load changes into DCPDS
- Follow your Command's revalidation process. If you have questions or need help, particularly regarding the use of exceptions, contact your Command's DAWIA Program Director



# CAP Spreadsheet

Microsoft Excel - Final-CAPs\_Pilot\_Training.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

A2 NH174

	A	B	C	D	E	F	G	H	I	J	K	L
	Psn Num	Psn Seq	UIC	PP	Series	Grd	Org Code	SSN	Name - Last	Name - First	Psn Title	CAP Designation
1												
2	NH174	0000404952	68909	YD	1550	3	0600E	8	ABCTH	GREGORY	COMPUTER SCIENTIST	
3	327	0000287707	68450	GS	0819	14	EV2	282	ABCTS	LAURENS	SUPV ENVIRONMENTAL ENGR	
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Ready

Key Rules Privacy Act

Spreadsheet Extract



# CAP Spreadsheet

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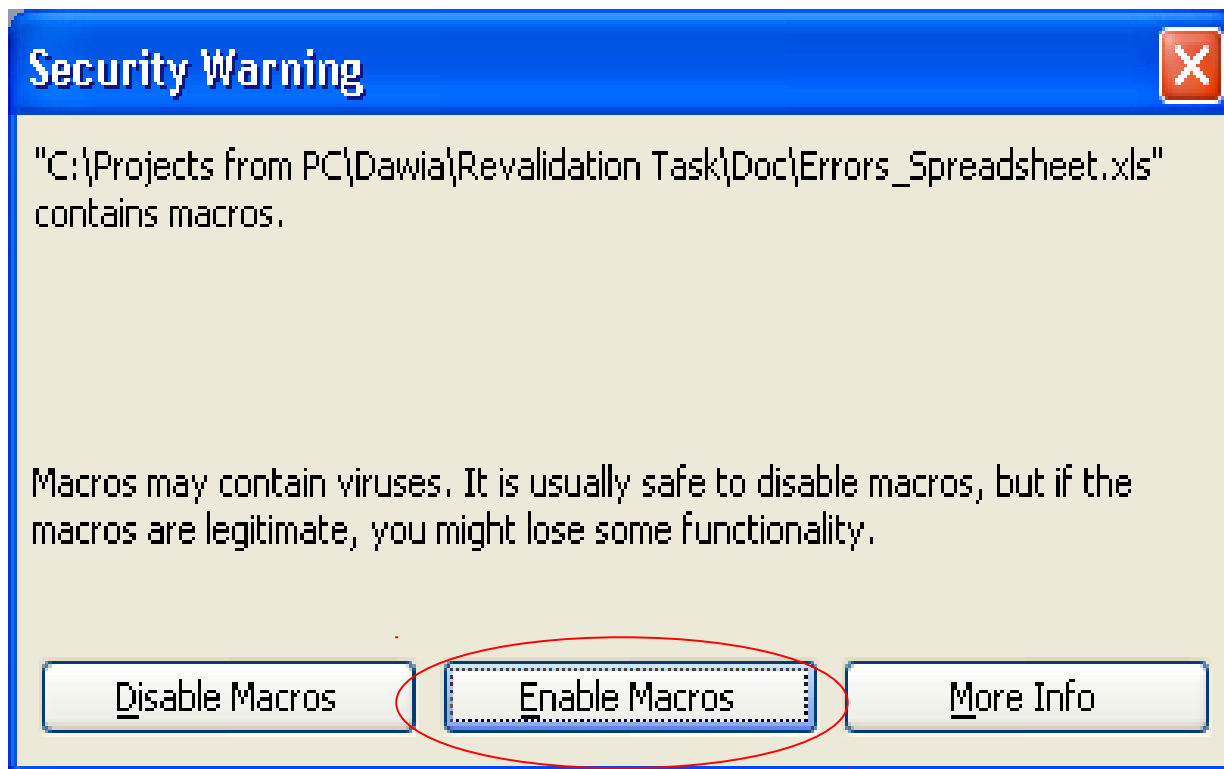
- Includes all filled CAPs with the following exceptions: KLPs and SES
- Alerts commands if CAP is also on the Discrepancies Spreadsheet
- Allows Commands to
  - Retain the CAP designation
  - Remove the CAP designation
    - Change the Certification Level
- Does not allow Commands to
  - Add additional CAPs
  - Remove the CAP from the AT&L Workforce
- The CAPs Spreadsheet will be
  - Loaded after the Coding Discrepancies Spreadsheet
  - Given precedence over Coding Discrepancies Spreadsheet if different



# Spreadsheet Technical Guidance



- When opening a spreadsheet be sure to activate macros by pressing the “Enable Macros” button—this will active the Revalidation Rules



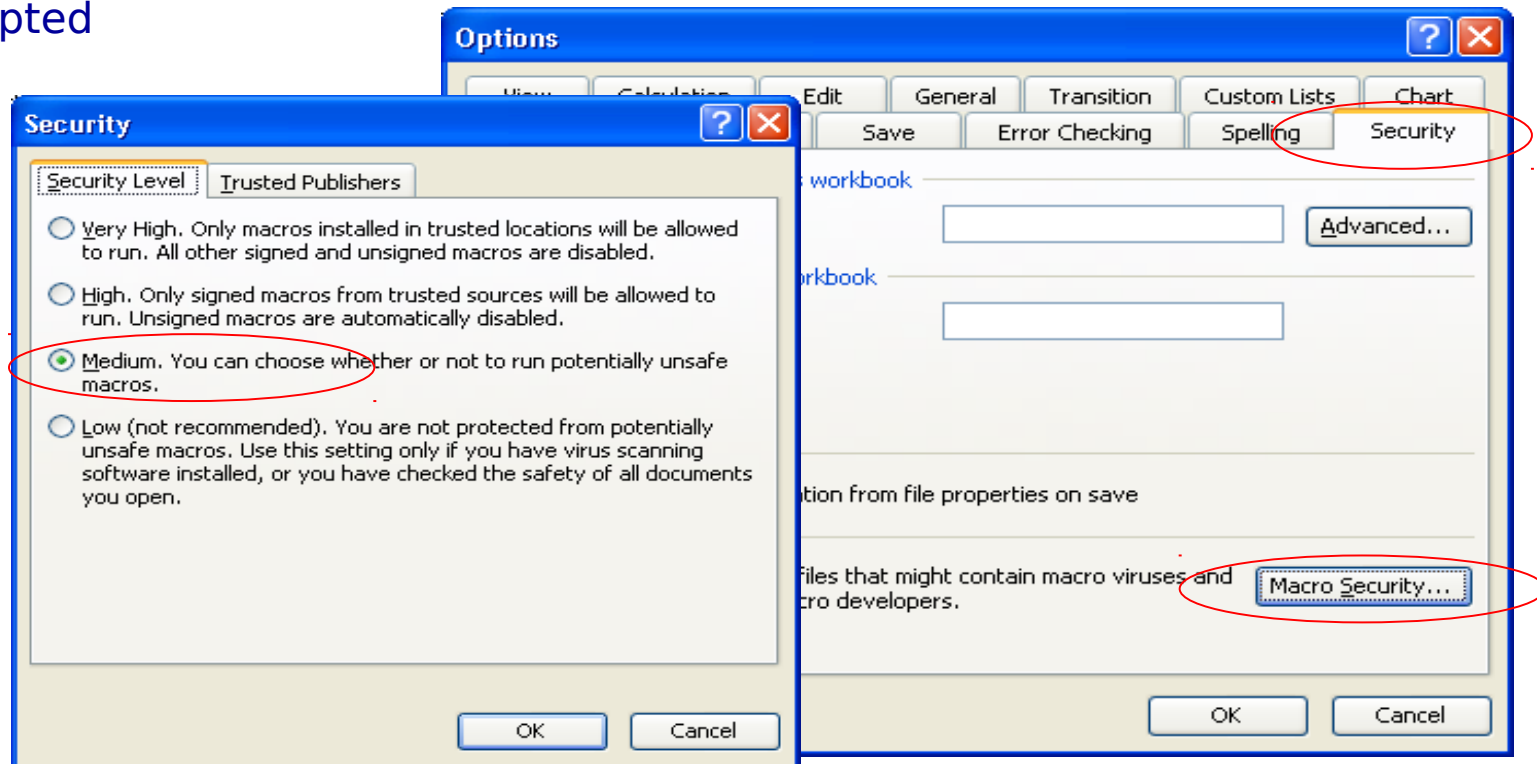
- If the Macros dialog is not on your screen, refer to next slide...





# Spreadsheet Technical Guidance

- If you do not see the Macros dialog shown on the previous slide
  - Select Tools | Options | Security Tab from the Excel menu
  - Press the “Macro Security” button and select “Medium” as the security level and press OK and then press OK again
  - Close Excel and re-open the spreadsheet; choose “Enable Macros” when prompted





# Spreadsheet Technical Guidance

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- All areas of the spreadsheet are read-only with the following exceptions
  - Columns with headers that are yellow: identify columns where information can be entered
  - Cells that are blue: highlight the problem field, i.e., identify the information in DCPDS that does not comply with rules
    - When the discrepancy is corrected, the blue will disappear
    - Blue cells are found in the Coding Discrepancies Spreadsheet only
- The following features are disabled
  - Right-Click Menu
  - Multiple Cell Selection
- “Rules” TAB - Provides information about the rules applied within the spreadsheet
- “Key” Tab - Contains the lists of values used to populate the look up tables for the input columns and provides color code descriptions
- ***Honor - Courage - Commitment***
- “Privacy Act” Tab - Contains information about the Privacy Act of



# Spreadsheet Technical Guidance

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- Work within the spreadsheets provided
    - If copying all or part of the contents to another new spreadsheet, follow the directions for splitting and merging (provided as a separate document with the spreadsheet). Reason: There are macros in the spreadsheet that are essential for proper functioning and will not copy
    - If the spreadsheet is split, it must be merged back into one document before submitting to the DACM
  - Update the records as directed by the Rules Guidance
  - Save your work at regular intervals
  - Once you have completed the spreadsheet by selecting appropriate values for the various records (following the Rules Guidance)
    - Press the “Check Rules” button
    - This will cause the macros to run again and check the spreadsheet for any remaining rules violations which must be fixed before submitting back to DACM
-



# Spreadsheet Technical Guidance

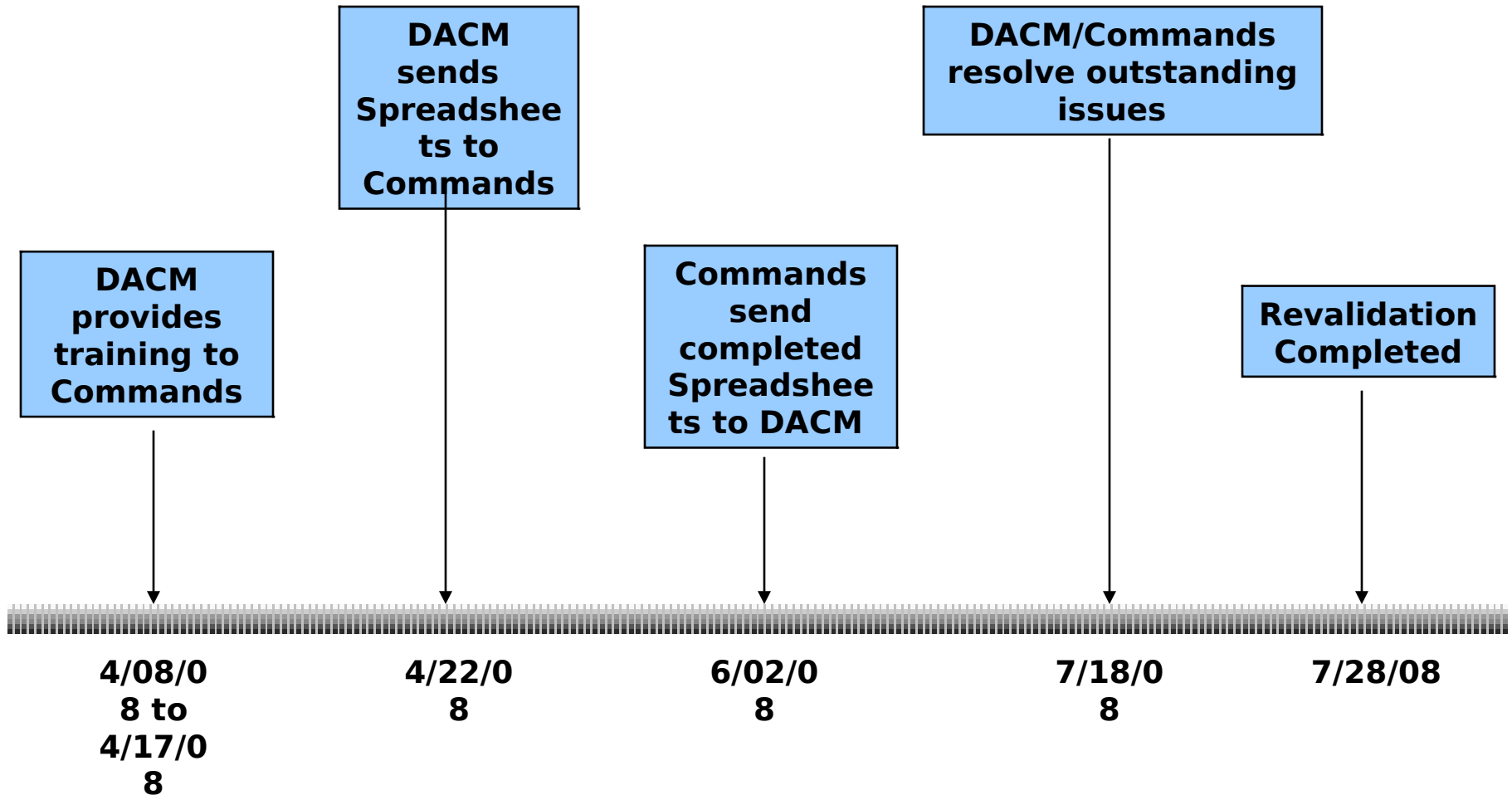
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- When done with the spreadsheet, DAWIA Program Directors (DPDs) send back to DACM via encrypted email – instructions will provide email address
  - The spreadsheets contain privacy act data and must be handled in a secure manner. Refer to <http://privacy.navy.mil/> on official guidance on how to handle privacy act data
  - Also refer to any other supplemental Command-specific guidance
- Commands must provide to the DACM a PDF file memo for the record indicating that the CAP designations on the CAP Spreadsheet were approved by the Systems Commander or Head of the Echelon I or II organization if not a Systems Command
- Spreadsheet technical guidance will be provided with spreadsheets;  
~~for assistance, contact your Command's DAWIA Program Director~~

***Honor - Courage - Commitment***



# Revalidation Timeline





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## COMING UP...SPREADSHEET EXAMPLES